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Approved For Release 2005/11/21 : CIA-RDP70-00211R000500090024-0

Report for period Ending 20 July 1962
from
Records Disposition and Systems Branch

1/3/62

1. Contributions

- a. Records Control Schedules for the OO/Contact [] --
[] were approved, and transmitted
to the [] through [] ARO for OO/C.
- b. Revisions and additional items were received and approved for
the ORR/Geography Division and the O/Comptroller schedules.
- c. [] conducted his fifth Vital Records Workshop on 12 July.
The workshop was attended by members from GSA, NSA, State and
AID. Comments from these persons indicated that the lecture was
well received.

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2. Assignments

a. Shelf Filing

- (1) Commo Signal Center, TTT []

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Equipment for this project was received some time ago.
However, area where shelving is to be installed does not
meet security requirements. Actual installation of shelving
will be delayed until a vaulted area is constructed.
Project closed.

- (2) Commo Registry []

Delivery of the motorized units is expected the end of
July. Commo expects to have them operable 1 August. Project
closed.

- (3-5) DDS, Comptroller []

Awaiting delivery of equipment.

- (6) Personnel []

Project postponed until a vault area constructed.

- (7) Logistics Real Estate and Construction Division []

25X1

No change.

25X1 (8) Medical Staff []

25X1 Awaiting delivery of equipment. [] and I visited [] explained the terminal digit file system and showed us motorized shelving and a Kardex unit.

b. Records Control Schedules []

(1) OTR

No change.

25X1 (2) OO/C []

Project completed. See Contributions.

(3) ORR/Geographic Division

An additional item received for review and approval.

(4) Security

Received a revision for the Special Support Staff for approval.

c. Special Projects

(1) Conference Notes and Special Reports []

a. Slides and Speeches for workshops being reviewed and up dated.

b. Drafts of a poster returned from Graphics for review. New ideas will be submitted to Graphics for changes to these posters.

c. Reports of records holdings being received from the ARO's.

25X1 (2) FBIS []

25X1 [] wished to see brochures for specialty type equipment to be used in renovating a section in FBIS. He is also interested in shelf filing for the Division. Several types of equipment are being considered by him. Requisitions will be prepared.

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25X1 (3) Comptroller []

The ADPD in South Building requested assistance with the Agency Locator System. Form being used for recording locator information requires redesigning to meet their needs.

25X1 d. Reviewing Requisitions []

(1) DDP/FI

25X1 Visited [] to discuss request for shelving for a vault area.

(2) DDP/FE

25X1 Visited [] to discuss possibility of establishing a vault area.

25X1 3. Vital Records []

25X1 a. Met with [] DDP/WE to discuss proposed changes
25X1 to [] on DDP Vital Records Program.

b. Approved and returned OSI VR Schedule.

4. News

25X1 a. [] transferred to the State Department effective 16 July.

25X1 b. [] on leave until 6 August.

[]

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Report from FORMS MANAGEMENT for
Period 8-20 July 1962

1. Ten new forms created; five forms were improved and one form made obsolete.
2. Created five new forms (included above) for Office of Security. Two were result of recommendations from study of OS forms.. []
3. Eleven proofs of forms approved. Expedited action on two of these by hand carrying approved proofs to manufacturer.

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News

1. Met with Planning Staff/OL to help prepare new reporting system charts to be used by all Divisions. Charts will include production, line items and time versus man power information. Further discussions will be held soon. []
2. Assisted Commo in creating a 10 part NCR continuous document receipt form. Ten thousand of these sets are being procured and will serve as a test for use in Commo and possible other Agency use. If Commo finds the NCR system satisfactory they will be creating about 150,000 pieces of paper less each year. []
3. Personnel Security Division/OS replied to [] study of Case Processing Forms. No action will be taken by Forms Management until the other two Divisions who were surveyed also reply.
4. Sent to Printing Services Division a complaint that packaged paper received in Office of Security were inconsistent as to weight and substance. []
5. Investigating a complaint from Contacts Division/00 on offset master retypes. Preliminary investigation shows that both OO/C and Printing Services may be at fault. Plan to talk to Printing Services about it soon.
6. A complete physical inventory of CIA forms is now being done. Results will be available in near future.
7. Evaluated an Employee Suggestion. Recommended disapproval as proposed system already in effect. []
8. Have prepared a routing slip to be used internally in Divisions, Branches, etc. This form which would be on a preprinted hectograph master is being proposed to replace the prodigious number of bootleg routing slips now in existence. Plan to check it out with key Records Officers and Printing Services before going any further with the idea. []

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